

Family Services Program (FSP) Semi-Annual Report

Report Format For FFY 2012 Work Plans

Note: Tribes should use this report format for Family Services Program plans submitted for FFY 2012 (October 2011 – September 2012). Tribes that submitted plans for FFY 2010 (October 2009 – September 2010) and FFY 2011 (October 2010 – September 2011) should use the FFY 2010 - 2011 report format.

Tribe:**Date:****Person Submitting Report:****Name:****Title:****Email:****Tribal Chairperson Approval** (if applicable)**Signature:****Date:****Time Period Covered by Report:**___ 1st half (October 1-March 31)___ 2nd Half (April 1-September 30)

Send the semi-annual report **via email** to both DHS and DCF:

DHS Tribal Affairs: to David Rynearson at **David.Rynearson@wisconsin.gov**

and

DCF Tribal Relations: to Thomas Doolan at **Thomas.Doolan@wisconsin.gov** (until DCF Tribal Liaison position is filled)

Also send the semi-annual report via email to the appropriate DCF Area Administrator:

Western Region to Audrey Roecker **Audrey.Roecker@wisconsin.gov**

Northern Region to Teresa Steinmetz **Teresa.Steinmetz@wisconsin.gov**

Northeast Region to Cori McFarlane **Corinne.McFarlane@wisconsin.gov**

Reporting Instructions

Semi Annual Reports: The semi-annual reports describe progress during the Federal Fiscal Year (FFY) period for the Family Services program contract. The first report covers the first six months (October – March) and the second report covers the second six months (April – September).

Reports are due 30 days after the end of the reporting period.

Outcome Frameworks – Select the applicable outcomes from the list for each of the DHS and DCF outcome frameworks. The selected outcomes should correspond with the outcomes identified in the Family Services Plan. Check the outcomes used for the particular outcome framework and fill in the table for that outcome item. Use one row for each outcome and add additional rows to the table as necessary

Indicator/Verification – Describe the indicator, method of measurement or other verification used to collect data or determine achievement of the outcome. The indicator should correspond with the indicator described in the Family Services Plan.

Baseline Data - Fill in the baseline data for the indicator. The baseline data should represent results from the beginning of the three-year plan period or results from the previous year so the current results can be compared with the baseline results to measure progress over time.

Findings for the Report Period - Fill in the results for the 6 month period or the most recent data available.

Narrative - In the narrative section at the bottom of each outcome framework, provide an explanation of what your data shows. This should include an analysis of the outcome data, details about program activities and any other information your program feels is important to share. Please address the following points in the narrative when appropriate:

- Describe important coordination, collaboration, or integration accomplishments relating to the outcome.
- Identify the outcome-related products that were accomplished during the report period. (# of classes, etc.)
- Describe any changes in participants, the community, or service delivery systems resulting from progress in achieving the outcome.
- Describe problems encountered in achieving the outcome.
- Describe plans/corrective actions undertaken to resolve the problems.
- Describe the results for the outcome during the report period and how you will use these findings to improve program services.

Technical Assistance - If the tribe has any technical assistance needs from either DHS or DCF to improve Family Services Program services, use this section describe technical assistance needed. If no technical assistance is needed, leave this section blank.

Annual Reports:

- The Family Services Program AODA Treatment Services Annual Report is submitted at the end of the program year. See the AODA Treatment Services Annual report for more direction.
- AODA Prevention Services are reported on SAP-SIS system at the end of the program year. See the SAP-SIS reporting instructions for more direction.
- Domestic Violence services are reported on Alice system at the end of the program year. See the Alice reporting instructions for more direction.

Outcome 1: DHS Funded Behavioral Health Prevention Activities

List of outcome frameworks applicable to this item:

ATODA Activities

1. The disapproval rate of alcohol, tobacco, illicit drugs and or prescription drug use will increase among youth participating in (insert program and indicate targeted substance abuse)
2. There will be a measurable decrease in tobacco, alcohol, illicit drug and or prescription drugs use among youths participating in (insert program and indicate targeted substance abuse)
3. There will be a measurable decrease in violence among youths participating in (insert program)
4. Youth participating in (name of program) will not use alcohol, tobacco and or illicit drugs (indicate targeted substance abuse)

Behavioral Health Activities

5. Health disparities experienced by tribal communities are eliminated or reduced by improving access, enhancing cultural relevance or addressing underlying social conditions that foster inequities.
6. Build prevention capacity that promotes health and prevents disability and or disease.
7. Promote policies, environmental and/or systemic changes that empower individuals and communities to avoid ATDOA use/exposure across the life span.
8. Promote policies, environmental, targeted strategies and/or systemic changes that enhance positive mental health and wellbeing and allow individuals to reach their full potential.
9. Promote early childhood development including positive parenting, safe and violence free homes that support healthy futures for children and youth.
10. Promote resiliency, positive family and other social support systems and community engagement throughout the life span.
11. Broaden awareness of suicide and self harm, its risk factors and resources for prevention.
12. Provide case management services that promote bonding to family, school or community with healthy beliefs and clear standards.

Outcome item from above	Indicator/verification for the outcome	Baseline data, if applicable. (Include date of data)	Findings for report period

Narrative: Briefly describe your progress in achieving the outcome.

Technical assistance needs:

Outcome 2: DHS Funded Mentoring Activities

Youths participating in mentoring programs, including tribal recreation programs, will demonstrate improvement in two or more of the following areas:

1. Academic Performance
2. Family and/or Peer Relations
3. Community Involvement/Volunteer Service
4. Lower truancy rates
5. Less ATOD use
6. Greater self-esteem
7. Plans/goals for the future

Outcome item from above	Indicator/verification for the outcome	Baseline data, if applicable. (Include date of data)	Findings for the report period

Narrative: Briefly describe your progress in achieving the outcome.

Technical assistance needs:

Outcome 3: DCF Funded Domestic Violence Programming

Programs will achieve the following outcomes:

- a.) As a result of contact with a domestic violence program, 65% or more of domestic violence survivors will have strategies for enhancing their safety.
- b.) As a result of contact with a domestic violence program, 65% or more of domestic violence survivors will have knowledge of available community resources.

Note: Report results for families served with FSP funds. Results for families served with other domestic violence funds from DCF should be reported separately.

Indicator/verification for the outcome	Baseline data, if applicable. (Include date of data)	Findings for report period
a.) Number and percent of domestic abuse survivors who have strategies for enhancing their safety as a result of contact with a domestic violence program.		
b.) Number and percent of domestic abuse survivors who have knowledge of available community resources as a result of contact with a domestic violence program.		
Narrative: Briefly describe your progress in achieving the outcome.		
Technical assistance needs:		

Outcome 4: DCF Funded Child Welfare Programming:

Outcome: There will be an increase in the number of tribal children who achieve permanency through reunification, long-term guardianship or adoption.

Indicator/verification for the outcome	Baseline data, if applicable. (Include date of data)	Findings for report period
The number of children who received permanency through: <ul style="list-style-type: none">• Reunification• Guardianship• Adoption		
Narrative: Briefly describe your progress in achieving the outcome.		
Technical assistance needs:		

Outcome 5: DCF Funded Prevention Programming

Outcome: Children at risk of being placed out of home will remain safely in their homes due to prevention or early intervention services provided to the family.

Indicator/verification for the outcome	Baseline data, if applicable. (Include date of data)	Findings for report period
The number of children who safely remained in their homes after receiving prevention services.		
Narrative: Briefly describe your progress in achieving the outcome.		
Technical assistance needs:		

Outcome 6: DCF Funded Self Sufficiency Programming

List of outcome frameworks applicable to this item:

1. Low-income people become more self sufficient.
2. The conditions in which low-income people live are improved.
3. Low-income people own a stake in their community.
4. Partnerships among supporters and providers of services to low-income people are achieved.
5. Agencies increase their capacity to achieve results.
6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Outcome item from above	Indicator/verification for the outcome	Baseline data, if applicable. (Include date of data)	Findings for report period
Narrative: Briefly describe your progress in achieving the outcome.			
Technical assistance needs:			

Outcome 7: DCF Funded Adolescent Parenting Programming

For this outcome, address services provided to adolescents for pregnancy prevention and teen parenting, including:

- Teen parenting/life skills
- Pregnancy prevention education
- CHOICES for girls

Identify the specific outcomes listed in the FSP plan.

Outcome item	Indicator/verification for the outcome	Baseline data, if applicable. (Include date of data)	Findings for report period
Narrative: Briefly describe your progress in achieving the outcome.			
Technical assistance needs:			

Other DCF Funded Services

In this section, describe activities pertaining to child care services or other activities provided using FSP funds from DCF. For respite care and child care, describe the services provided and number of clients served during the report period.

Respite Care	
Child Care	
Other Services	